

DELPHI Skills Assessment for PO Accounting Supervisor

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills	Does not apply to my job	Proficiency						
		I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Purchase Orders								
Approve purchase orders								
Approve release of planned purchase orders								
Approve release of blanket purchase agreement								
Setup								
Review request to set up approval groups and approval group assignments								
Forward request to set up approval groups and approval group assignments to the PO systems accountant								
Journal Entry								
Verify journal entry data								
Forward journal entry information to the GL accounting supervisor								
Correct journal entries								
Create manual journal entries								
Review manual journal entries								
Ensure the subledger leads perform audit of transactions before transfer to the general ledger								
Submit an electronic alert to the general ledger lead upon transfer of transactions								
Payments								
Verify manual payments are entered into the database								
Employee Records								
Review new employee paperwork								
Forward new employee paperwork for data entry								
Requisitions								
Approve purchase requisitions								